
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-231

ENGINEERING ASSISTANT MANAGER

PROMOTABLE TSGT - MSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 8 Dec 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at NGB/A7 (**Joint Base Andrews, MD**). Must be Air Force Specialty Code (AFSC) **3E071/3E171/3E271/3E371/3E471/3E571/3E671**. Duties and Responsibilities: Perform engineering and planning studies and develops trend results. Direct and interpret engineering studies. Plans and prepares cost estimates and economic analyses. Collects and analyzes engineering and facility data. Presents findings and prepares reports. Act as liaison for unit visits to NGB/A7 and or Staff visits to ANG units. Schedules meetings and presentations as required for Directorate business. Works with the Directorate staff to. Oversee AF and NGB Engineering and Security Forces awards covering all AF and NGB level awards for AF/A7, NGB/A7, NGB/A7 Staffs, ANG Installation CE and SF Squadrons and or Staffs. Train Installation and NGB/A7 Staffs pertaining to AF level awards. Directs the evaluation of unit squadron award submissions and any NGB/A7 submittals or AF awards. Maintain folders and files pertaining to NGB/A7 citations and awards. Maintains records and schedules of visiting unit personnel and SAVs. Directs and conducts NGB/A7 office assistant functions. Conduct staff assistance visits as requested. Coordinates with ANG installation Base Engineer staffs on SAVs and inspections. Ensures all visiting units are on file and identified for the Director.

Identifies issues and problem affecting NGB/A7 staffing. Assists directorate in all NGB/A7 manpower issues or include Directorate OPR and EPR requirements. Assists Directorate in the process to fill all Civilian, Military and Contractor staffing vacancies. Directs or perform contact management functions. Writes Statements of Work for required contract functions. Interprets Statement of Work or verifies contractor compliance. Participates in making recommendations on contract development alternatives. Evaluates software submittals and makes comparisons with ANGRC standards. Review contract modification and coordinates approval and funding activities. Conduct final inspection of contract performance. Supervise TDY personnel who may be supporting the Directorate. Oversees suspense's, JASMS, action officer duties, support agreements overview, Office of Corollary Responsibility (OCR) in matters pertaining to AFI reviews and publications as applicable to the Directorate. Performs other duties as directed.

Specialty Qualifications: Knowledge is desirable of engineering operations. A working knowledge of manpower functions is encouraged. Knowledge of databases and Microsoft office products for data collection or the updating of such records. Completion of a AFSC 7 level or higher within the

Engineering Career fields or a Community College of the Air Force degree in an engineering discipline, architecture, real property administration or the field of planning is highly desirable. Qualification is necessary as an Engineering Technician or Craftsman. Completion of advanced engineering craftsman courses are desirable. Completion of a contract management course is desirable.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
